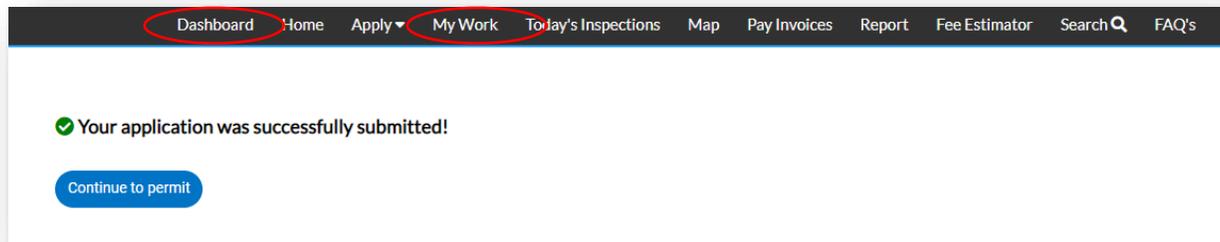


DBS Online Portal Users Guide

Resubmittals

DBS Online Portal: Applying for Online Permits



Once you see your application was successfully submitted, you can click the “Continue to Permit” button to see your permit summary in the portal!

You can now easily find this permit in your “Pending Permits” under “My Work” or from the dashboard.

DBS Online Portal: Resubmit Plans Online

1

My Permits

2 → **Attention 3**

Category	Count
Signs: Monument	2
Residential: Low Vol...	1

▶ View My Permits

Category	Count
Signs: Monument	38
Tree Clearing - Cla...	6
Other	17

Category	Count
Residential: Low Vol...	1
Signs: Monument	1
Fire Alarm Panel Re...	1

Category	Count
Draft	0

Category	Count
Signs: Monument	63
Tree Clearing - Cla...	6
Other	18

1. Open Dashboard to see “My Permits”
2. Select “Needs Attention”
3. Click on the permit that requires Resubmit

3 →

My Work

MY INVOICES **MY PERMITS** MY PLANS MY INSPECTIONS REQUEST INSPECTIONS

Search...

Display: Attention (All)

Permit Number	Project	Address	Permit Type	Status	Attention Reason
SIGN-028569-2022		18900 44TH AVE WLYNN...	Signs: Monument	Attention, Recent, Pending	Resubmit File
ELER-025360-2020		17827 32ND PL W Lynnwo...	Residential: Low Voltage	Active, Attention	On Hold Unpaid Fees
SIGN-028549-2022		20816 44TH AVE W Unit: 2...	Signs: Monument	Attention, Recent, Pending	Unpaid Fees

DBS Online Portal: Resubmit Plans Online

The screenshot displays the DBS Online Portal interface for a permit with the number SIGN-028569-2022. The top navigation bar includes links for Dashboard, Home, Apply, My Work, Today's Inspections, Map, Pay Invoices, Report, Fee Estimator, Search, and FAQ's. Below the navigation, the permit details are shown in a light blue box:

Type:	Signs: Monument	Status:	Submitted Online	Project Name:	
IVR Number:	133135	Applied Date:	03/15/2022	Issue Date:	
District:	None	Assigned To:		Expire Date:	
Square Feet:	1,000.00	Valuation:	\$1,000.00	Finalized Date:	
Description:	testing reviewers				

Below the details is a horizontal menu with tabs: Summary, Locations, Fees, Reviews, Inspections, Attachments (highlighted with a red arrow and a red notification icon), Contacts, Sub-Records, and More Info. At the bottom, there are three panels: Progress (0% Completed), Workflow (Plan Review - Not Passed: 03/15/2022, Plan Review - Started - Scheduled for 03/29/2022), and Available Actions (Resubmit File button).

Click on the “Attachments” tab to see files that need to be resubmitted

DBS Online Portal: Resubmit Plans Online

The screenshot shows the 'Attachments' tab in the DBS Online Portal. At the top, there are navigation tabs: Summary, Locations, Fees, Reviews (with a red notification icon), Inspections, Attachments (selected), Contacts, Sub-Records, and More Info. Below the tabs, there are links for 'Attachments', 'Next Tab', 'Permit Details', and 'Main Menu'. The 'Attachments' section has a 'Sort' dropdown menu set to 'Needs Action'. A pink banner at the top of the attachment list states: 'At least one file needs to be resubmitted.' The main content area displays a plan card for 'Sign Plans' with a PDF icon and a red notification icon. The card shows the title 'Sign Plans-EMAIL RETENTION EMAIL', 'Version: 3', and a status box that says 'Status: Corrections Added'. Below the status, there are 'Resubmit' and 'History' buttons. To the right of the plan card is an 'Add Attachment' panel with a 'Select Type' dropdown, a large plus sign, and the text 'Supported: .pdf'. A 'Submit' button is located at the bottom right of the page. Four numbered callouts are present: 1 points to the PDF icon, 2 points to the 'History' button, 3 points to the 'Resubmit' button, and 4 points to the plus sign in the 'Add Attachment' panel.

Attachment Tab Navigation

1. Downloadable Link
This will have marked up plans for you to download, along with a markup summary
2. History Button
View previous submitted versions
3. Resubmit Button
When ready to submit revised set of plans, use this button
4. Add Attachment
Use this to attach ADDITIONAL submittal documents that are not included on the plan (Please do NOT submit individual pages of corrected plan sets- we do require a full plan resubmittal)

DBS Online Portal: Resubmit Plans Online

Summary Locations Fees Reviews **Inspections** Attachments **Contacts** Sub-Records More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments Sort Needs Action

At least one file needs to be resubmitted.

Sign Plans

Sign Plans-EMAIL
RETENTION EMAIL
Version: 3

Status: Corrections Added

Resubmit Instructions: please look at markups and re upload

Resubmit History

Select Type

Add Attachment

Reviews

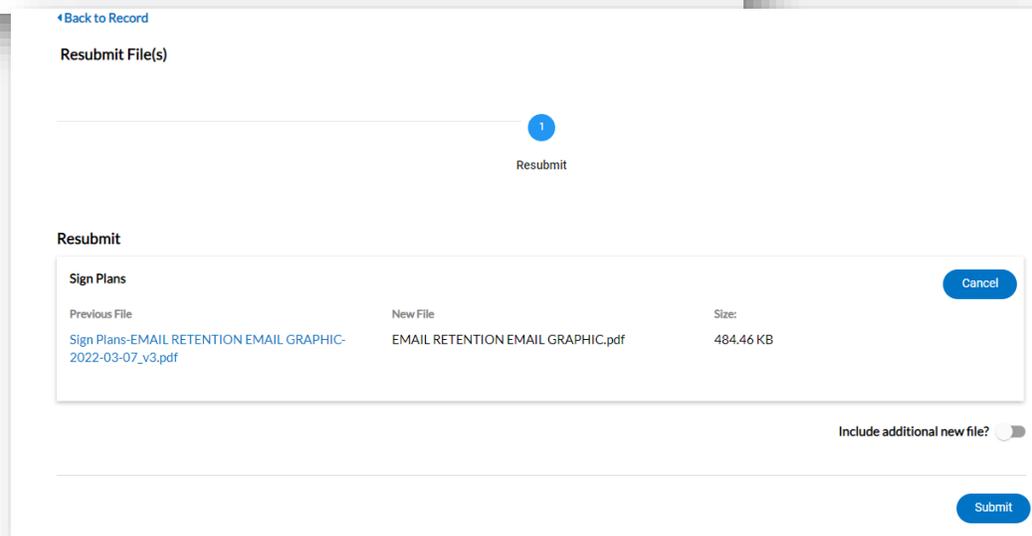
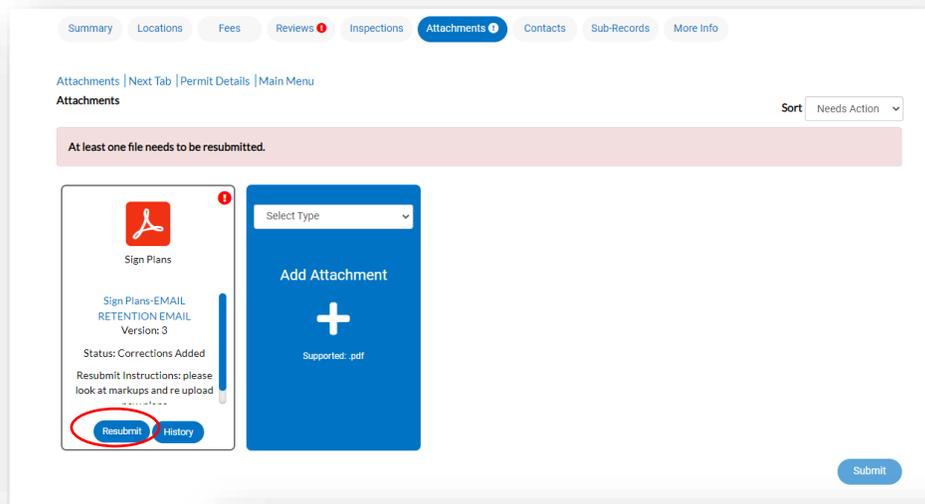
All reviews in red must be acknowledged before continuing.

Sign Plans	Submitted Status	Received Date	Due Date	Completed Date
	Corrections Required	03/15/2022	03/29/2022	03/15/2022
✔ Structural Calculations • Corrections Required • Lee Jen ✉ • Completed : 03/15/2022				
Due Date	Completed Date			
03/25/2022	03/15/2022			
				<input checked="" type="checkbox"/> Acknowledge
❗ Size of Sign & Location • Corrections Required • Lee Jen ✉ • Completed : 03/15/2022				
Due Date	Completed Date			
03/25/2022	03/15/2022			
				<input type="checkbox"/> Acknowledge
❗ Attachment Details • Corrections Required • Lee Jen ✉ • Completed : 03/15/2022				
Due Date	Completed Date			
03/25/2022	03/15/2022			
				<input type="checkbox"/> Acknowledge

How to Resubmit Files

1. Click "Resubmit"
2. Use the toggles on the next screen to acknowledge the failed reviews & click "Next"

DBS Online Portal: Resubmit Plans Online



Attachment Tab Navigation

4. Click

This will have marked up plans for you to download, along with a markup summary

1. History Button

View previous submitted versions

2. Resubmit Button

When ready to submit revised set of plans, use this button

3. Add Attachment

Use this to attach ADDITIONAL submittal documents that are not included on the plan (Please do NOT submit individual pages of corrected plan sets- we do require a full plan resubmittal)

DBS Online Portal: Resubmit Plans Online

[Back to Record](#)

Resubmit File(s)

1
Resubmit

Resubmit

Sign Plans	Cancel						
<table border="1"><thead><tr><th>Previous File</th><th>New File</th><th>Size:</th></tr></thead><tbody><tr><td>Sign Plans-EMAIL RETENTION EMAIL GRAPHIC-2022-03-07_v3.pdf</td><td>EMAIL RETENTION EMAIL GRAPHIC.pdf</td><td>484.46 KB</td></tr></tbody></table>	Previous File	New File	Size:	Sign Plans-EMAIL RETENTION EMAIL GRAPHIC-2022-03-07_v3.pdf	EMAIL RETENTION EMAIL GRAPHIC.pdf	484.46 KB	Cancel
Previous File	New File	Size:					
Sign Plans-EMAIL RETENTION EMAIL GRAPHIC-2022-03-07_v3.pdf	EMAIL RETENTION EMAIL GRAPHIC.pdf	484.46 KB					

Include additional new file?

[Submit](#)

Success

The file upload was submitted successfully.

[Close](#)

After file upload, customer clicks "Submit"

[Summary](#) [Locations](#) [Fees](#) [Reviews 1](#) [Inspections](#) [Attachments](#)

[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Attachments

 Sign Plans Sign Plans-EMAIL RETENTION EMAIL GRAPHIC-2022-03- Version: 4 Status: Under Review History	<p>Select Type</p> <h3>Add Attachment</h3> <p>+</p> <p>Supported: .pdf</p>
--	---